

## BSC 307 Classroom Environment Plan Grade Sheet

### A. Classroom Organization Plan

#### Record Keeping/Archiving:

Taking attendance procedure	_____
Recording and tracking absences, tardies, etc.	_____
Parent communication records	_____
Student interactions/special needs	_____
Instructional materials	_____
Seating charts	_____

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Total: \_\_\_\_\_ / 3 points

#### Paperwork:

Handing out papers	_____
Collecting papers	_____
Getting make-up work to students	_____
Retrieving make-up work from students	_____
Storing extra papers	_____
Storing papers to be handed out (for homework)	_____
Storing papers to be handed out (graded)	_____
School paperwork	_____

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Total: \_\_\_\_\_ / 4 points

#### Grading:

Recording grades	_____
Distributing grades	_____
Late work policy	_____
Going over assignments in class	_____

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Total: \_\_\_\_\_ / 2 points

#### Activities and Assessments:

Lab setups: before, during, and after class (1)	_____
Make-up test, videos, & labs (1.5)	_____
Student seating during tests (.5)	_____

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Total: \_\_\_\_\_ / 3 points

#### Substitute Teacher Binder:

Forms	_____
Seating charts	_____
Policies	_____
Other	_____

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Total: \_\_\_\_\_ / 2 points

Supplies:

What needed	_____
Where kept	_____

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Total: \_\_\_\_\_ / 2 points

Drawing of Classroom w/labeling: \_\_\_\_\_ / 5 points

Other:

Evidence of thought in plan: \_\_\_\_\_ / 2 points

Plan is realistic: \_\_\_\_\_ / 2 points

Plan is clear: \_\_\_\_\_ / 2 points

Total Score: \_\_\_\_\_ / 27 points

Comments:

### **B. Classroom Syllabus**

Content:

Contact Information is present and sufficient: \_\_\_\_\_ / 2 pts

Course is described and expectations are addressed: \_\_\_\_\_ / 2 pts

Supply needs are described: \_\_\_\_\_ / 2 pts

Class policies are clearly laid out for the students: \_\_\_\_\_ / 2 pts

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Total: \_\_\_\_\_ / 8 pts

Other Qualities:

- \* Good layout/organization of material
- \* Syllabus is clear to the reader
- \* Syllabus is realistic in its goals and vision
- \* Syllabus is well thought out
- \* Syllabus includes some of teacher's individual personality

1	2	3	4	5
1 of the above qualities is seen in this syllabus	2 of the above qualities are seen in this syllabus	3 of the above qualities are seen in this syllabus	4 of the above qualities are seen in this syllabus	All 5 of the above qualities are seen in this syllabus.

Grammar/Spelling/Punctuation:

1	2	3	4	5
7+ errors in grammar, spelling, or punctuation.	5-6 errors in grammar, spelling, or punctuation.	3-4 errors in grammar, spelling, or punctuation.	1-2 errors in grammar, spelling, or punctuation.	No errors in grammar, spelling, or punctuation.

Total Score: \_\_\_\_\_ / 18 points

### C. Classroom Technology

Presentation technologies

0	1	2	3
No presentation technologies are identified and explained.	1 presentation technology is identified and explained.	2 presentation technologies are identified and explained.	3 or more presentation technologies are identified and explained.

Engagement technologies

0	1	2	3
No engagement technologies are identified and explained.	1 engagement technology is identified and explained.	2 engagement technologies are identified and explained.	3 or more engagement technologies are identified and explained.

Communication/collaboration technologies

0	1	2	3
No communication/ Collaboration technologies are identified and explained.	1 communication/ collaboration technology is identified and explained.	2 communication/ collaboration technologies are identified and explained.	3 or more communication/collaboration technologies are identified and explained.

Alignment with physical classroom plan

0	1	2
Technology plan does not align with the physical classroom plan.	Technology plan somewhat aligns with the physical classroom plan.	Technology plan clearly aligns with the physical classroom plan.

#### **D. Classroom Environment/Management Plan**

Description of desired classroom environment: \_\_\_\_\_ / 2  
Instructional strategies described: \_\_\_\_\_ / 2  
Motivational strategies described: \_\_\_\_\_ / 2  
Discipline/management strategies described: \_\_\_\_\_ / 2  
Transition times are addressed: \_\_\_\_\_ / 2  
Student training needs are described: \_\_\_\_\_ / 2  
Student training plan is outlined: \_\_\_\_\_ / 2  
Student issues are addressed: \_\_\_\_\_ / 12

- a. Excessive talking
- b. Tardies
- c. Excessive absences
- d. Lack of motivation/apathy
- e. Failure to do homework
- f. Talking back
- g. Student on student harassment
- h. Theft
- i. Cheating
- j. Lying
- k. No home computer
- l. Cell phone/texting

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**Total: \_\_\_\_\_ / 26 points**

Comments:

#### **E. First 3 Days Plan**

Plan for each day is clearly described and is rational: \_\_\_\_\_ / 12  
Handouts for each day are attached: \_\_\_\_\_ / 3  
Plan addresses essential first week items: \_\_\_\_\_ / 3

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**Total: \_\_\_\_\_ / 18 points**

Comments:

## F. Teacher Web Site

### Aesthetics:

0	1	2	3
5 or more grammar/spelling errors	3 – 4 grammar/spelling errors	1 -2 grammar/spelling errors	No grammar/spelling errors

0	1	2	3
Web site made up of only one original page	2 original pages in web site	3 original pages in web site	4 or more original pages in web site

0	1	2	3
3 or more links not working	2 links do not work	1 link does not work	All links work

0	1	2	3
None of the characteristics present	1 out of the 3 characteristics present	2 out of the 3 characteristics present	Attractive color scheme, effective graphics/font, & effective layout of material.

### Content:

0	1	2	3
No parent resources present	1 parent resource present	2 parent resources present	3 or more parent resources present

0	1	2	3
No student resources present	1-2 student resources present	3-4 student resources present	5 or more student resources present

0	1	2	3
None of the characteristics present	1 out of the 3 characteristics present	2 out of the 3 characteristics present	Resources are useful, high quality, and meaningful/relevant.

### Overall:

0	1	2	3
None of the characteristics present	1 out of the 3 characteristics present	2 out of the 3 characteristics present	Web site is useful, easily navigated, and professionally done.

**Total Score: \_\_\_\_\_ / 27**

Comments:

## Classroom Environment Project Grade Summary

Classroom Organization Plan: \_\_\_\_\_ / 27 points

Classroom Syllabus: \_\_\_\_\_ / 18 points

Classroom Technology: \_\_\_\_\_ / 14 points

Classroom Environment/Management Plan: \_\_\_\_\_ / 26 points

First 3 Days Plan: \_\_\_\_\_ / 18 points

Teacher Web Site: \_\_\_\_\_ / 27 points

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Total: \_\_\_\_\_ / 130 points

Recorded Points: \_\_\_\_\_ / 50 points

Grade: \_\_\_\_\_

Comments/Feedback: